

Dear St. Clare of Montefalco School Parent/Guardian:

The St. Clare of Montefalco Catholic School has always relied on the volunteer efforts of school parents and guardians to keep social and fundraising programs going strong. By being involved with the school, parents and guardians set an important example of community service and commitment to their children.

The St. Clare School Commission and PTO offer many volunteer opportunities throughout the year including annual fundraising events such as the PTO Book Sale, PTO Auction and many more. In order for these programs to continue at St. Clare and for St. Clare to thrive, **EVERY** school parent and guardian must get involved and participate. Because the issue of volunteering is so crucial, the St. Clare School Commission and PTO will be launching the "Volunteerism Instills Pride" (V.I.P.) Program.

Each household (parent/guardian) will be required during the academic school year to provide a minimum number of service hours to be chosen from specified PTO and school-sponsored activities. The list of acceptable activities is attached to this letter. Watch for the announcement of each event in Sr. Kathy's monthly newsletter. Each parent/guardian will be responsible for keeping a record of their hours spent as a volunteer and will be required to submit that record to the PTO. Attached is a form to be used for recording service hours. The completed form must be submitted to the St. Clare office at the end of each month. You must keep a copy of this completed form for your records. A report will be sent home in November and then again in February informing the household how many hours have been served and how many hours still remain in order for the required amount to be reached. A final report will be sent home in April advising if, and how much, monies are owed to the school for hours unfulfilled.

The V.I.P. Program will be implemented in three phases. These phases are outlined below.

**Phase 1 (September 2, 2008 – April 15, 2009):**

Each household (parent/guardian) will be required to provide a minimum of ten (10) mandatory service hours during the dates indicated above. No payment will be required for unfulfilled hours at the end of this phase.

**Phase 2 (April 16, 2009 – April 15, 2010):**

Each household (parent/guardian) will be required to provide a minimum of ten (10) mandatory service hours during the dates indicated above. At the end of this phase, a payment of \$10 for each service hour not fulfilled will be charged (payable to St. Clare PTO).

**Phase 3 (beginning April 16, 2010):**

Each single parent/guardian household will be required to provide a minimum of ten (10) mandatory service hours during the dates indicated above. Each two-parent/guardian household will be required to provide a minimum of twenty (20) mandatory service hours during the dates indicated above. At the end of this phase, a payment of \$10 for each service hour not fulfilled will be charged (payable to St. Clare PTO).

The household may opt to buy out of providing service hours by paying a total of \$100.00 for single parent/guardian households, or \$200.00 for two parent/guardian households at the time of registration.

This program is being implemented with the idea in mind that this program will allow all St. Clare of Montefalco parents/guardians to utilize their talents to empower their children and, at the same time, help the school reach its financial, educational and spiritual goals.

If you have any questions, please contact either Joan Johns-Lusk at 313.885.1329 or Therese Muir at 313.824.2722.

Thank you in advance for your cooperation in the implementation of the V.I.P. Program.

Sister Kathy Avery, OSM  
Principal, St. Clare of Montefalco Catholic School

Michelle Thomas, Chair  
School Commission

Denise Crump, President  
Parent Teacher Organization (PTO)

List of acceptable activities:

Alumni Event	Auction	Book Sale	Coney Night
Daddy Daughter Dance	Field Day	Field Trips	Forensics Coach
Forensics Judge	Ice Cream Social	Lunchroom/Playground Monitor*	
Market Day	Mother Son Outing	Open House	PTO Officer**
PTO Grade Representative**	Punt, Pass & Kick	Scary Skate	School Commission Member**
Snowball	Teacher Appreciation Luncheon		Turkey Trot

\* Must be scheduled with Sister Kathy

\*\*Credit is given only for meetings **attended**

Other activities may be added as approved by the PTO President, School Commission Chair or Sister Kathy.